



Pendleton Harbor
Property Owners' Association, Inc.
200 Sand Dollar Dr., Hemphill, Texas 75948
409-625-4813 409-625-0604 fax

Policy Letter # 9
Amended June 15, 2021

Subject: Procedures for Scheduling Conference Room/Pavilion

Purpose: To set procedures to follow to schedule the Conference Room/ Pavilion

- 1) The Conference room or Pavilion can be scheduled for use by **current members** of the association. **Current means that membership dues are paid for the last billing cycle.** The member scheduling the conference room/pavilion is responsible for any clean up or damages incurred during their occupancy.
- 2) **The Conference Room or Pavillion may not be used for religious or political gatherings/meetings. Posting of religious or political signs is also forbidden.**
- 3) No alcoholic beverages are allowed on these premises.
- 4) A refundable deposit of \$25.00 is payable in advance for the use of these facilities. Deposit is non-refundable if the facilities are left with any clean up.
- 5) Members need to call the Administrative Assistant(Office) to schedule
409-625-4813 (8:00am-1:00pm M-F)



Lisa Slate
President PHPOA

Amended & Approved 6/15/21, Bd of Dirs Mtg